



**JOB INFORMATION**

Job Code	EE14A
Job Description Title	Spec I, Emergency Mngt
Pay Grade	CP07
Range Minimum	\$41,770
33rd %	\$48,730
Range Midpoint	\$52,210
67th %	\$55,690
Range Maximum	\$62,660
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/13/2017

**JOB FAMILY AND FUNCTION**

Job Family:	Campus Services
Job Function:	Campus Safety

**JOB SUMMARY**

Assists in planning, promoting, and implementing emergency preparedness plans for the university and university facilities.

**RESPONSIBILITIES**

- Creates, reviews, revises, and updates emergency plans for the university and for university facilities.
- Assists with logistical issues within the department as assigned. Assists with logistic issues for exercises, training sessions, and other department objectives. Maintains logistical records for equipment as assigned.
- Assists with training and exercises for the university as assigned by supervisor in an effort to evaluate emergency plans and procedures. Participates and assists in the evaluation of fire drills, presentations, displays and more. Ensures training and exercises are consistent with emergency plans and university policies and procedures.
- Contributes to Campus Safety and Security programs, goals, and objectives related to economy, quality, customer satisfaction, and/or image through teamwork, cooperation, suggestions, and personal productivity and conduct.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Environmental Science, Health and Safety, Emergency Preparedness, Fire Science, Criminal Justice, Business Administration or a related field.	and	0 years of	Experience in emergency preparedness, severe weather response, emergency management, and/or emergency planning.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

### **Vision Requirements:**

Ability to see information in print and/or electronically.